Administrative and Finance Meeting Minutes September 22, 2008 8:30 a.m.

Called to order by Chairman West at 8:45 a.m.

Present West, Kirsenlohr, Klingforth. Excused Ward, Sebastiani.

Mary Fahrety presented the committee with handouts showing tax levy associated with programs and revenue source allocations.

Levy Associated dollars:

- Administration 1% of levy dollars
- Aging 3% of levy dollars
- Clinic 39% of levy dollars
- Economic Support negative (1%) levy dollars
- Long Term Support negative (2%) levy dollars
- Public Health 16% of levy dollars
- Transportation 9% of levy dollars
- Youth Services 35%

Revenue Associated dollars:

- State Revenue dollars 56%
- Tax Levy dollars 18%
- Other Revenue 26%

She explained that emergency detentions and detox issues are mandated services with no state dollars. A brief overview of deep end services such as inpatient hospital and Mendota patients which generally become long term was given. We are trying to prevent deep end services in our day to day operations by use of case managers and use of therapists. Youth Services is another mandated program under Chapter 48. Some of the most difficult areas to control are:

- Group home placements
- Foster care placements
- Special needs homes

Public Health portion of the budget is mainly grant dollars and levy dollars; there really is not a lot of state dollars in the overall budget.

The overall request in the total budget is a 4.9% increase over last year. Several things were tried to stay within the 2% requested budget increase. For example we are cutting two cook positions in the Aging department. There will be no on-site cooks. Meals will have a central preparation site and be transported. We are reconstructing the nutrition program. January 1, 2009 we are looking at creating Aging and Disability Resource Center. A part time benefit specialist position and 2 intake intervention positions are going to be moved around. When looking at administration costs we took 37% of Aging department's budget off the levy by creation of the Aging and Disability Resource Center.

When looking at the entire Health and Human Services Department a 2% increase over last year's is \$30,000.00 of an 8 million dollar budget.

There were two good trends identified in 2008, inpatient costs of \$626,000 have gone down and we kept control of the family and children sections. So we thought we'd be able to cut some of those dollars based on previous experience.

The 4.9% increase is a realistic budget.

If we don't get the Resource Center in place there will be a 12% increase. With it in place there is an overall decrease of 7%. We should be done working on the plans within the next couple of weeks. There will be a resolution coming forward that Carol and Diane are working on. Mary is working on the budget portion. The state will not allow Adams County to be a stand alone operation, but for initial set up. This is the first step toward the next big step of joining in with other counties. Eventually Long Term Care dollars will disappear. Since we have filed an intent with the state, we are no longer considered a white county we are now a grey county. Once the separate center is created we will not be allowed to have a waiting list, we must serve everyone.

A CMO is a Care Managment Organization. Once this is formed the CIP, COP waiver and brain waiver dollars disappear in addition to other dollars.

The CCS, Comprehensive Community Service is new this year. Since Phil has started this dollars for inpatients have decreased.

With the Disability Resource Center there will be a $\frac{1}{2}$ time new position that will be the Marketing Coordinator which will be paid at the same rate as an intake position.

Ward present at 9:50 a.m.

The transportation program was discussed. Currently one person manages this. Those who currently have medical assistance and need to go to doctors appointments use MA transportation service. Volunteer drivers take them. There are some grant dollars. Vehicles are purchased through this program. The state pays 80% and the county pays 20% of the cost of the new vehicles. For the 2009 budget there is \$10,000 appropriated for a new vehicle. These vehicles are also used to deliver meals, bring clients in for meals, trips such as fishing has no boundaries, and different work service programs to name a few. There are different waiver dollars that also reimburse the transportation program.

Big Flats site for meals will be closed. Currently the cost per meal is \$19.00 or more due to the small turn out of people. There are approximately 5-6 people participating. Rome will be a drop off point, they will charge a minimal amount of rent. Easton will be a delivery site, there will not be a cook there.

There are two health insurance packages in the 2009 budget from settlements on employment. They would like a general fund transfer for these two retirees. They are both single plans. This cost will be on the levy.

Change account 240 28 43628 from \$84,089.00 to \$55,000.00.

When we discontinue the rep payee program we will be seeing if the upper chamber will handle some of the clients.

Public Health is at a level 2, which allows the county to receive more money. There are direct services and mandated services in the Public Health budget which are on the levy.

Reduce account 240 30 54110 419 from \$1,000.00 to \$700.00 and in account 100 30 54110 412 remove all of the \$1,300.00 and zero out the account. Account 240 30 43549 reduce from \$5,000.00 to \$2,000.00.

We will be revisiting \$5,000.00 and the carryover amounts.

Account 240 30 49300 change \$12,172.00 to \$15,720.00 applying \$3,000.00 of the \$5,000.00 fund balance.

Revisit fund balances for Public Health, there are some discrepancies.

The Aging department levy was reduced significantly by creating the ADRC. The state and federal funds will cover 100% of the ½ time position that is being created for Marketing Coordinator.

VSO budget was discussed. This is the first time ever that there is a full time secretary position in the budget. They currently have their own copy machine that was given to them from another department. They are needing to budget for copy machine paper, computer printer toner, and envelopes that they once did not have to. This money has been placed in the 419 object code. There are a lot of vets, many with type 2 diabetes and some currently having cancer, with much focus placed on them. The department will be replacing flag holders. They used bronze holders and will be changing to aluminum as the bronze holders are currently running about \$17.50 whereas the aluminum are running \$8.50. Klingforth will help put flags up if needed. Ron will be soliciting funds again in 2009 from the American Legion and VFW.

Reduced account 100 34 54700 432 from \$3,800 to \$3,000. Money in account 100 34 54710 350 can be used.

Review of staff development worksheet.

Meals were calculated at \$33.00 a day times two to come up with the \$825.00.

HIPPA laws and required accreditation will not permit the current secretary to perform duties other than answering phone calls, scheduling meetings and certain clerical duties. The current employee has been going to training and is taking an on line test. In 2009 she will be sent for further training. Ron informed the committee of the request for a reclassification upgrade from a secretary to a benefit specialist. He is hoping she will obtain her certification in 2009.

Ron informed the committee that he has volunteers that will answer the telephone while they are both at training. However there would be a period where the office would be closed. Ron is going to look for a work study student to computerize approximately 50,000 files that are in his office.

Reduce account number 100 34 54700 414 from \$500.00 to \$300.00. Reduce account 100 34 54700 430 from \$825.00 to \$600.00. Reduce account 100 34 54700 431 from \$1,200.00 to 1,000.00. Reduce account 100 34 54700 420 from \$200.00 to \$125.00 and account 100 24 54700 433 from \$500.00 to \$375.00. The adjustment to the accounts were made because the staff development worksheet on convention and membership fees were only \$500.00, but the budget reflected \$700.00.

Motioned by Ward/West to recess at 12:07 p.m. Motion carried by unanimous voice vote.

Meeting called back to order at 1:10 p.m. Present West, Kirsenlohr, Klingforth, Ward. Excused Sebastiani.

Emergency Government budget was discussed. Jane informed the committee of additional items in the 2009 budget as being electric services for the communication tours and rental for the tours.

Currently she is looking at negotiating a Level B Hazmat joint effort with Juneau County. This she hopes to cover with carryover dollars. This was a recommendation by the Public Safety Committee.

Reduce account 100 19 49300 from \$91,521.00 to \$87,134.00 a reduction of \$4,300.87.

The staff development worksheet was looked at. Jane explained that she meets monthly with North West Regional planning generally, but because of some disaster this year she was not able to attend like usual. She also explained that four different counties meet regularly. Her mileage account 100 19 52504 432 is covered 60% by grants.

WEMA is offered by telephone conference. If looking for an area to cut she would be willing to do the telephone conference rather than going.

Reduce account 100 19 52504 430 from \$312.00 to \$272.00 and account 100 19 52504 432 from \$1,426.00 to \$1,226.00.

If necessary she would be willing to work 4 days a week if she could retain her health insurance coverage. Jane informed the committee that in 2012 it will be mandatory to go with narrow band radios.

Reduce account 100 19 52504 414 from \$699.00 to \$500.00.

Fran Dehmlow was present.

Parks department budget was discussed. Fred informed the committee that the park patrol position at Castle Rock Park was eliminated, as well as some LTE positions and 2 seasonal employees.

They are looking at possibly changing the outlying park passes, one pass with one initial fee to hang on mirror which could be transferred to another owned vehicle. This would be a more user friendly process. Currently the fee is \$25.00 per pass.

The septic at Petenwell Park needs to be replaced, currently we are working on a redesign.

Pavement at Castle Rock Park needs replacing.

Increase account 100 41 55450 321 from \$40,000.00 to \$50,000.00

Increase account 100 41 46720 from \$249,593.00 to \$309,593.00

Increase account 100 41 46719 from \$480,889.00 to \$485,889.00

Decrease account 100 41 55390 999 from \$60,000.00 to zero

Increase account 100 41 55410 910 from \$15,000.00 to \$45,000.00

Increase account 100 41 55450 910 from \$15,000.00 to \$30,000.00

Decrease account 100 41 55300 350 from \$2,000.00 to zero

Discontinued working on Parks budget to work on the Fair Board requests.

Jim Grabarski was present to discuss the Fair Board requests. He informed the committee that the waterlines along the fence need repair, urinals and sinks need repair and replacement, and the lighting system needs completing. There are 2 parts of the parking lot in the far corner which are very dark. Discussion regarding the tractor pull program that would be sponsored by the Old Farmers took place. There was a paid gate entry on Friday and Sunday this year, Saturday was free gate. They receive donations from businesses in the community. Currently \$3,950.00 of donation money is used for expenses incurred on Saturday. For a small carnival it is considered the best in the State.

Reduce account 1007 73 55460 920 from \$20,000.00 to \$10,000.00 Reschedule Register in Probate and Extension to 9/29 or 9/30.

Mike Scott was present to discuss Airport budget. The biggest change is the airport manager only was reimbursed for expenses. There is a salary of \$100.00 a week which equates to \$20.00 an hour for 5 hours. There will be an upgrade with the fuel vendor which will have additional costs of \$6,100.00 which includes contractor fees to do wiring. They will be using \$6,000.00 of applied funds.

One of the future plans will be to extend the runway. The funding from the levy would be $2\frac{1}{2}$ % of the total costs.

Discussion began again on the Parks Department budget. Discussion took place regarding the raffle ticket program. The committee is looking at internal controls and procedures. Fred did a demonstration at the Community Center on the 10th. He indicated the supervisors present had no questions or concerns at that time. Fred felt that he was meeting the auditor's expectations. He is creating forms and will be determining the number of tickets to start with and number remaining, in addition to those sold. Fred feels by implementing these new procedures it should satisfy the auditors. The committee felt there needs to be a good internal control of cash handling. There was discussion regarding the day users fees at boat landings and monies generated from showers. Fred urged Barb and/or any of the supervisors to come to a raffle event and work one. The committee would like to see a 5 year comparison for the raffle. They also feel it is necessary to have a set number of tickets to start with, a count on the number of discarded tickets, and then a number of how many tickets were sold. There should be a way to get an estimate on the number of tickets sold verses the money collected.

Fred identified the pricing of the raffle tickets as 1 for \$2.00, 3 for \$5.00, 7 for \$10.00 and 20 for \$20.00. It would be difficult to compare number of tickets sold to dollars collected because of this factor.

Ward excused at 3:55 p.m.

Barb informed Fred that she and Fran had spoken directly to Mike Konecny from Schenck regarding the raffle tickets. Fred said he had no knowledge of this and would like to speak with Mike face to face. Barb told Fred there was discussion to possible color code tickets. The \$2.00 could be one color the 3 for \$5.00 another etc.

Fred told the committee the goal of the raffle was for the raffle to pay for food, gas, lodging and a portion of the prizes. He said the raffle helped promote Adams County and bring people here.

Fred informed the committee that there will be a show in Saint Paul either December 3rd or 4th. The committee again said that the raffle program needed to have policies set for control of handling cash. There is approximately \$128,000 of Administration costs on the levy. Castle Rock and Petenwell are not part of the tax levy, they are self supporting.

Motioned by Klingforth/Kirsenlohr to adjourn at 4:20 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi Recording Secretary